



Date: August 21, 2013

To: All Prospective Vendors

From: GSA Business Operations Branch

Subject: Request for Quote (RFQ797942) for Federal Public Key Infrastructure Policy Authority Support

The General Services Administration (GSA), Internal Acquisition Division, Business Operations Branch, is issuing this Request for Quote (RFQ) on behalf of the GSA Office of Government-wide Policy, Office of Information, Integrity and Access, to solicit Federal Supply Schedule Holders 70-132 51 for the purpose of entering into a fixed price task order with cost reimbursement for travel under an existing GSA schedule contract. This effort is for professional services to assist the Chair, Federal Public Key Infrastructure Policy Authority (FPKIPA) with logistical support, secretariat services, studies and analyses, and programmatic and communications support. The services are delineated in the attached Performance Work Statement (PWS). (See attachment II).

The period of performance for this task order shall be a base year plus two one-year option periods.

GSA will conduct this acquisition by evaluating quote according to the following instructions, and award a fixed price task order based on the best value to the Government. The Government may award without dialogue.

#### FORMAT FOR TECHNICAL QUOTE

- On the cover letter indicate the company's Tax identification number and Remittance address.
- The due date for submittal of the Technical and Price Quote will be **1 pm, EST, September 03, 2013**, to Kisha Emmanuel, Contracting Officer via email at [kisha.emmanuel@gsa.gov](mailto:kisha.emmanuel@gsa.gov) using Microsoft Word or PDF attachments. The Technical Quote shall not exceed fifteen (15) pages in length, exclusive of the resumes, but inclusive of all other addendums, attachments, exhibits, etc. Resumes shall be a maximum of three pages each. As Technical Quotes are reviewed, evaluated and rank-ordered prior to reviewing Price Quotes, all technical information shall be in the Technical Quote to be considered.



The Technical Quote shall include:

*Technical Capability*

- Understanding of the work, including creativity, thoroughness and innovation shown in planned execution of the requirements in the PWS;
- Discussion of the methods and techniques for completing each task to include any tools if needed for the solution;
- Any subcontracting or teaming arrangements;
- Communication and coordination, scheduling of all tasks and subtasks, meetings, and deliverables; and all significant milestones and critical areas of effort.
- Discussion of anticipated major difficulties and problem areas, along with potential recommended approaches for their resolution.
- Quality Assurance Plan shall include how each task will be evaluated for full performance and acceptability to include performance measures and standards, and monitoring methods.

*Key Personnel*

- Provide a description of the experience, skills and capabilities of each of the key personnel on your project team including the required knowledge, skills and abilities to attain the objectives of the PWS.
- Project responsibilities and personnel, including the identification of all staff needed to conduct the work and produce all required objectives;
- Descriptions shall include the quality and depth of experience of personnel in working on similar projects in terms of background, education, work experience, and accomplishments.
- Descriptions shall demonstrate the knowledge that key personnel have gained through completed and ongoing efforts on similar projects. "Similar projects" is meant to convey similarity in subject matter, dollar value, duration, and complexity.



### Past Performance

- Vendor has experience that enhances its technical capability to perform and whether the vendor consistently delivers quality services in a timely and cost effective manner.
- Demonstrated ability to perform the scope of activities as required.
- Relevant experience on requirements of a similar scope and complexity.
- Supporting subcontractors, consultants and partners will be considered.
- The history of successful completion of similar projects (involving knowledge skills and abilities as described in the PWS within the last three years of producing high-quality work and other deliverables, of staying on schedule and within budget; of anticipating and solving problems that occurred during contract performance.

### PRICE QUOTE INSTRUCTIONS:

- The price quote shall be a separate volume from the technical quote.
- It shall be submitted at the same time as the technical quote.
- Price Quote shall be based on current GSA schedule rates, utilizing any and all discounts.
- Quote shall clearly reflect the tasking as specified in the PWS.
- For evaluation purposes, offerors shall provide labor categories, labor rates and estimated hours for each task.
- The Government will accept discounted rates for all periods of performance including option years, but will not accept rates higher than contractor's GSA publish FSS 70-132 51 schedule rates.
- Mandatory and optional tasks shall be priced separately. Also include the total price for both mandatory and optional tasks.

### BASIS FOR AWARD:

The task order award shall be made to the responsible vendor whose quote, in conforming to this RFQ, provides an overall best value to the Government, non-price criteria, and price considered. The Government's objective is to obtain the highest technical quality considered necessary to achieve the program objectives at a realistic and reasonable price. The non-price criteria are more important than price; however, between quotes that are evaluated as technically equal in quality, price will become a major consideration in selecting the successful vendor. The Government reserves the right not to accept any of the quotes.



GSA Office of Administrative Service  
Internal Acquisition Division  
Business Operations Branch

**QUESTIONS REGARDING THIS RFQ:**

All questions must be submitted in writing via email to the Contracting Officer no later than August 26, 2013, 1 PM EST, to ensure a response. All questions must be in writing and **NO QUESTIONS WILL BE ACCEPTED BY TELEPHONE**. The Government has targeted, but cannot guarantee a consolidated response to all vendors on or about August 28, 2013.

**ATTACHMENTS TO THIS EMAIL**

There are two attached documents in this email:  
Attachment 1 - RFQ with Instructions and Evaluation Criteria.  
Attachment 2 - PWS with the scope, objectives, and deliverables.

Sincerely,

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Kisha Emmanuel  
Contracting Officer

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